

June 24, 2011

To: Executive Board

Subject: **Management Service Contract – Supplemental Staffing**

Recommendation

Consider amending the contract with Veolia Transportation to provide for the position of Procurement Manager, and, if approved, authorize the Chair to execute a corresponding amendment to the management services contract upon approval by General Counsel.

Analysis

As a public agency, Foothill Transit has adopted and must comply with its own procurement policies and practices. In addition, the organization must comply with a wide range of procurement activities that are related to the receipt of local, state and federal funding.

In a letter (**Attachment A**) to Chair Herrera, Veolia Transportation President and Chief Operating Officer, Ken Westbrook has proposed adding the position of Procurement Manager to the management services contract. This position will add to the capabilities of the existing procurement staff assigned by Veolia Transportation to serve Foothill Transit.

The addition of this dedicated staff position would result in a total annual increase in compensation of \$129,036, subject to the annual increases included in the existing management agreement. The effective date of this position would be July 1, 2011.

Budget Impact

Addition of this position will result in an increase of \$129,036 to Foothill Transit's annual budget. Funds were included in your adopted fiscal year 2012 budget for this position.

Sincerely,



Darold Pieper
General Counsel



June 14, 2011

Carol Herrera, Chair
Foothill Transit
100 So. Vincent Ave., Suite 200
West Covina, CA 91790

Re: Supplemental Staffing

Dear Chair Herrera:

As a public agency Foothill Transit has a responsibility to ensure that it is utilizing the funds it receives in an appropriate manner that is consistent with its mission. In order to do this, Foothill Transit has adopted procurement guidelines. Further, because Foothill Transit is the recipient of a wide variety of funding sources, compliance with a significant number of complex local, state and federal requirements is extremely important. In order to enhance the procurement function at Foothill Transit, we are proposing the addition of the position of Procurement Manager to the Foothill Transit contract.

Over the next several months, Foothill Transit has a number of major procurements that will be underway. These could include multiple park and ride projects and both transit operating contracts. Further, history has shown that as some procurement activities are concluded, others take their place.

The Procurement Manager will work collaboratively with the Director of Procurement to ensure compliance with Foothill Transit's procurement policies and procedures. They will manage assigned procurements and assist project managers with procurement needs. This position will also assist the Director of Procurement in ensuring Federal Disadvantaged Business Enterprise (DBE) program compliance.

We propose this position be added to the core staffing that Veolia Transportation provides. The cost associated with this position is \$10,753 per month. We further propose that this amount be subject to the annual increases that are included in the management contract.

Thank you for your consideration. If you have any questions regarding this proposal, please do not hesitate to contact me at (630) 382-1120.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Westbrook", with a long, sweeping horizontal line extending to the right.

Kenneth P. Westbrook
President and Chief Operating Officer

cc: D. Pieper